SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ)

MANAGEMENT POLICY

2012
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1. ACRONYMS AND ABBREVIATIONS

The following acronyms are used in this policy:

**AIDS**: Acquired Immune Deficiency Syndrome.

**EAP**: Employee Assistance Programme.

**HIV**: Human Immune Deficiency Virus.

**ILO**: International Labour Organization.

**OHS**: Occupational Health and Safety.

**PILIR**: Policy on Incapacity Leave and Ill health Retirement.

2. INTRODUCTION

2.1 The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), requires the employer to bring about and maintain, as far as is reasonably practicable, a work environment that is safe and without risk to the health of workers. This obligates the employer to ensure that the workplace is free of hazards that may cause disease, injury or damage.

2.2 In the event where hazards cannot be eliminated, the employer is required to inform workers about these hazards, the associated precautionary measures and required safety standards necessary for a safe and healthy workplace.

2.3 The increasing incidents of occupational injuries calls for concerted efforts towards effective implementation and monitoring of preventive strategies.
3. PURPOSE AND OBJECTIVES

The purpose and objectives of this policy are as follows:

3.1 Ensure compliance to national legislation and policies on Occupational Health and Safety, Compensation for Occupational Injuries and Diseases and Employee Health and Wellness.


3.3 Develop the capacity of the department to implement, monitor and evaluate the Safety, Health, Environment, Risk and Quality programme.

4. AUTHORITY OF THE POLICY

This policy is issued under the authority of the MEC as the Executive Authority and the Head of Department as the Accounting Officer for LEDET.

5. LEGAL MANDATES

5.1 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997).


5.3 Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).


5.5 Notice relating to smoking of Tobacco Products in Public Places No. R975 of
Safety, Health, Environment, Risk and Quality Management Policy

29 September 2000.


5.7 Public Service Regulations, 2001 as amended.

5.8 Public Service Act, 1994 as amended.


6. SCOPE OF APPLICATION

This policy is applicable to all employees of the Limpopo Department of Economic Development, Environment and Tourism.

7. DEFINITIONS

7.1 CUSTOMER means any person who receives service from or renders service for the department and is not employed by the department or visitors to the department.

7.2 DEPARTMENT means Limpopo Department of Economic Development, Environment and Tourism;

7.3 EMPLOYEE means any person appointed in terms of the Public Service Act, 1994 as amended within the Department of Economic Development, Environment and Tourism;

7.4 EMPLOYER for the purpose of this policy refers to the Head of Department;
7.5 **OCCUPATIONAL HEALTH AND SAFETY** means a workplace-based programme whereby both the employer and employees proactively identify and manage or eliminate hazards that may cause injuries or diseases to employees and visitors in the workplace.

8. **POLICY PRONOUNCEMENTS**

8. **ROLE PLAYERS**

8.1.1 **EMPLOYER**

In an endeavor to comply with the duties imposed upon by the Occupational Health and Safety Act and Chapter 1 Part IV E of the Public Service Regulations, 2001 as amended, the Head of Department shall:

8.1.1.1 provide a working environment that is safe and without risks to the health and safety of employees.

8.1.1.2 provide and maintain working facilities (machinery, furniture, implements, tools etc) that are safe and without risks to the health and safety of employees.

8.1.1.3 Designate a member of Senior Management Services to champion the SHERQ programme, who will:

(a) take steps to eliminate any hazards to the safety or health of employees.

(b) provide information, training, instructions and supervision as may be necessary to ensure the safety of employees at work.

(c) not permit any employee to do any work, handle any substance or operate any machinery, unless all precautionary measures have been taken.

(d) ensure that all employees are made conversant with the hazards to their health and safety.

\[Signature\]
attached to any work that they have to perform.

(e) ensure employees are be informed of the precautionary measures they must follow and observe.

(f) ensure the establishment of structures provided for in the Occupational Health Safety Act for employees to participate in the identification of safety and health hazards and practical measures to eliminate such hazards.

(g) ensure employees who need personal protective clothing and equipment are provided for, free of charge.

(h) facilitate the establishment of health and safety committees and representatives.

(i) ensure that first aiders are appointed and trained in all workplaces.

(j) ensure that smoking areas are designated in all workplaces.

8.1.2 EMPLOYER TO CUSTOMERS

The department shall:

8.1.2.1 conduct its activities in such a manner as not to put the safety and health of members of the public at risk.

8.1.2.2 consider inputs from members of the public, communicated by means of suggestion box, to eliminate real or potential health hazards from where it is conducting activities related to its mandate.

8.1.3 SUPERVISORS OR MANAGERS

Managers or supervisors shall:

8.1.3.1 ensure that employees understand the hazards associated with the work they are performing.

8.1.3.2 ensure that precautionary measures are developed, implemented and maintained.
8.1.3.3 provide information, training, instructions and supervision necessary to ensure safety of employees at work.
8.1.3.4 ensure that all cases of occupational disease are reported within 14 (fourteen) days and 7 (seven) days for injuries to the Compensation Commissioner in the Department of Labour and keep the accurate records of such occupational diseases and injuries.
8.1.3.5 ensure that employees wear prescribed safety clothing and use safe equipments.
8.1.3.6 keep record of personal protective equipments and clothing supplied to employees.

8.1.4 EMPLOYEES

Employees shall:

8.1.4.1 co-operate with the employer to ensure that the Department carries out duties impose upon it by the Occupational Health and Safety Act.
8.1.4.2 carry out lawful instructions given to them and obey the health and safety rules and procedures laid down in the interest of health and safety at the workplace.
8.1.4.3 report any unsafe or unhealthy conditions to their immediate supervisors and health and safety representatives.
8.1.4.4 if involved in any incident or accident, which may affect their health or cause an injury to themselves or others, they must report such incidents to the direct supervisor or to a health and safety representative, as soon as is practicably possible, but not later than the end of the working day in which such incident or accident occurred.
8.1.4.5 not intentionally or recklessly interfere with measures or items that are provided to protect the health and safety of persons where the activities of the Department are conducted.
8.1.5 HEALTH AND SAFETY REPRESENTATIVES

Health and safety representatives will be appointed by the Head of Department to perform the functions listed under section 18 of Occupational Health and Safety Act, 1993, which are:

8.1.5.1 To review the effectiveness of health and safety measures by means of conducting health and safety audits with regard to the records of injury on duty.
8.1.5.2 To identify potential dangers in the workplace through workplace inspections and report to the health and safety committee or the employer.
8.1.5.3 To investigate incidents, including complaints from workers regarding health and safety matters, and report about it in writing.
8.1.5.4 To make representations regarding the safety of the workplace to the employer or the health and safety committee or, where the representations are unsuccessful, to an inspector.
8.1.5.5 To inspect the workplace and any relevant documentations after notifying the employer of the inspection and participate in discussions with inspectors at the workplace and accompany inspectors during inspections.
8.1.5.6 Representatives shall attend health and safety committee meetings.

8.1.6 HEALTH AND SAFETY COMMITTEES

The Health and Safety committee will be appointed by the Head of Department. The duties of health and safety committees are prescribed in section 20 of the Occupational Health and Safety Act. The committee only deals with health and safety matters at the workplace and have the following functions:

8.1.6.1 To make recommendations to the employer about the health and safety
of workers.
8.1.6.2 To discuss any incident that leads to the injury, illness, or death of any worker and should report about it in writing to the local Department of Labour.
8.1.6.3 To keep record of every recommendation to the employer and every report to an inspector.

8.2 PERIOD OF OFFICE OF HEALTH AND SAFETY REPRESENTATIVES

8.2.1 The Health and Safety Representatives shall serve for a period of three years.
8.2.2 Termination of office of health and safety representatives shall occur on the following grounds:
8.2.3 If he or she is found guilty, following a disciplinary hearing of health and safety infringement.
8.2.4 If the period of office expires.
8.2.5 If his or her employment contract is terminated though resignation, retirement, dismissal, or transfer.

9. DEFAULT

Failure to comply with the provisions of this policy will be dealt with according to section 38 of the Occupational Health and Safety Act, 1993.

10. INCEPTION DATE

The implementation date of this policy is thirty (30) days after approval by the Head of Department.
11. POLICY REVIEW

This policy will be reviewed every twenty four (24) months.

12. ENQUIRIES

Enquiries with regard to any matter relating to this policy will be directed to the office of the Senior Manager: Transformation.

13. APPROVAL

APPROVED BY: 

[Signature]

HEAD OF DEPARTMENT (LEDET) 

DATE: 10 SEPTEMBER 2022